



# Official Transcript Request

UNIVERSITY OF MARYLAND COLLEGE PARK

PLEASE NOTE: To ensure timely and accurate processing of your request, please complete all sections of this form. Transcript requests are processed in the order in which they are received. If there is a deadline, every attempt will be made to meet the request. Your signature is required for the release of your transcripts. **There is a fee of \$8 per transcript.**

**\*\*If your records are from University of Maryland University College (UMUC), please visit [www.umuc.edu/students/support/records/transcripts/](http://www.umuc.edu/students/support/records/transcripts/) to complete a transcript request. You may also call the UMUC Service Center at 1 (800) 888-8682 for additional assistance.\*\***

Today's Date : \_\_\_\_\_

Student Identification Number	Email Address	Daytime Phone Number
Full Name (Last, First Middle)		Date of Birth
All Former Names		
Date of Attendance (ex: Fall 2002—Spring 2006)	Location of Attendance (ex: UMCP, Shady Grove...)	Degrees Earned (if any)

Recipient #1	Recipient #2
<b>Mailing Address</b> – Please clearly print name and address	<b>Mailing Address</b> – Please clearly print name and address
<b>Number of Copies</b> – (There is an \$8 fee per transcript)	<b>Number of Copies</b> – (There is an \$8 fee per transcript)
<b>Special Handling</b> – (optional) <input type="checkbox"/> Attach separate document (Ex. AMCAS, PTCAS, LSAC, etc.) <i>**Include your form with this request**</i> <input type="checkbox"/> Hold until <u>current</u> semester grades and GPA calculate <input type="checkbox"/> Hold until degree posts <input type="checkbox"/> Graduate level work only	<b>Special Handling</b> – (optional) <input type="checkbox"/> Attach separate document (Ex. AMCAS, PTCAS, LSAC, etc.) <i>**Include your form with this request**</i> <input type="checkbox"/> Hold until <u>current</u> semester grades and GPA calculate <input type="checkbox"/> Hold until degree posts <input type="checkbox"/> Graduate level work only

**STUDENT SIGNATURE (MANDATORY) - I acknowledge that I will be charged \$8 per transcript.**

x \_\_\_\_\_

**PAYMENT: (Transcript is mailed prior to payment being received)**

- Current Student: Transcript will be billed student account
- Former Student Payment Options:
- Check payable to University of Maryland in the amount of \_\_\_\_\_
- Credit Card # \_\_\_\_\_; Exp. \_\_\_\_\_
- Send a bill to the following address:  
\_\_\_\_\_

**Mail Completed Form to:**

University of Maryland  
Office of the Registrar  
First Floor, Mitchell Building  
College Park, MD 20742

**Fax to :** 301.314.9568

*For assistance, please contact the Registrar's Office at (301) 314-8240 or registrar-help@umd.edu.*